



Date: January 20, 2008

To: City Manager for Council Action

From: Acting Director of Human Resources

Subject: Approval of Revised Job Description for Accounting Division Manager

EXECUTIVE SUMMARY:

This revises the job description for Accounting Division Manager. The Accounting Division Manager is a management position in the Unclassified Service responsible for managing the Accounting Division of the City's Finance Department. An incumbent in this position exercises independent judgment and discretion; supervises and directs employees; and assists in the formulation of administrative policies for the effective use of assigned personnel. The Finance Department feels that the changes would broaden the candidate pool for this recruitment and encourage otherwise qualified City employees to apply for the position.

Staff is recommending approval of the revised job description.

ADVANTAGES AND DISADVANTAGES OF ISSUE:

Approval of the job specification modification for the class of Accounting Division Manager will allow the City to begin a recruitment, and ensures currency of language in the job description. There are no disadvantages.

ECONOMIC/FISCAL IMPACT:

There is no economic or fiscal impact to the City, other than administrative staff time and expense. Funding is provided for in the current budget.

RECOMMENDATION:

That the Council approve the revised job description for Accounting Division Manager.

Alan Christenson
Acting Director of Human Resources

APPROVED:

Jennifer Sparacino
City Manager**Documents Related to this Report:**

- 1) Job Description for Accounting Division Manager

CITY OF SANTA CLARA, CALIFORNIA
ACCOUNTING DIVISION MANAGER

(Unclassified)
(109)

EDUCATION AND EXPERIENCE

- Education and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, with specialization in accounting; and
- Five (5) years of increasingly responsible administrative experience in finance, including accounting and auditing, two (2) of which must have been at the managerial level.
- An advance degree in Business or Public Administration and/or a current CPA License is highly desirable.

LICENSE

Possession of a valid California Class C driver's license is required at the time of application and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

This is a management position in the Unclassified Service, responsible for managing the Accounting Services Division of the City's Finance Department. An incumbent in this position exercises independent judgment and discretion; supervises and directs employees; and assists in the formulation of administrative policies for the effective use of assigned personnel.

As a member of the City's Unclassified Service, this is an "at-will" position. The incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and values.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction:

- Plans, coordinates and performs complex accounting, statistical, financial analysis and financial reporting tasks;
- Administers the City's internal accounting control systems;
- Integrates financial and statistical information into a comprehensive financial recording and reporting system;
- Organizes, staffs and administers the Accounting Division, which includes the following: general accounting, payroll preparation and reporting, accounts payable, encumbrance accounting, miscellaneous accounts receivable, tax and license accounting, financial analysis,

ACCOUNTING DIVISION MANAGER (continued)

special grants and funds accounting including Redevelopment Agency, Sports and Open Space Authority, and Electric, Water and Sewer Utilities;

- Prepares periodic and annual consolidated financial reports for the City, its Agencies and Corporations and the annual State Controllers Reports;
- Exercises quality control over contents of various financial reports, ledgers, budgets and other financial documents;
- Interprets pronouncements of authoritative organizations in the field of governmental accounting and finance;
- Prepares various monthly, quarterly and annual reports;
- Ensures that departmental and City reports are prepared accurately and in a timely manner;
- Establishes and maintains effective use of electronic data processing applications;
- Works with operating departments to define, prepare and provide information for management purposes; and
- Performs other related work duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Accounting principles, practices and procedures;
- External accounting and financial reporting requirements, and financial analysis;
- General applications of information technology systems to financial operations;
- Concepts and techniques of financial control systems and methodology;
- Effective leadership and management principles and practices;
- Supervisory and project management principles and techniques;
- Research methods and statistical analysis;
- Problem solving and conflict resolution practices and techniques;
- Complex spreadsheets and database applications; and
- Office safety practices, procedures and standards.

Desirable Knowledge:

- Governmental accounting, auditing, and budgeting;
- Sources of revenues and expenditures typical of local government; and
- Laws, rules, and regulations that apply to local government fiscal operations.

Ability to:

- Effectively manage and utilize on-line management information systems;
- Analyze complex financial and fiscal data and make sound recommendations and decisions;
- Learn and maintain information technology applications;
- Effectively utilize various PC applications including spreadsheets, databases, and presentation software programs;
- Use independent reasoning to solve complex problems within broad policy guidelines and make sound decisions in a manner consistent with the essential job function;
- Work in a multi-task environment and coordinate several assignments simultaneously;
- Anticipate potential problems, develop contingency plans when needed and solve concurrent problems;

ACCOUNTING DIVISION MANAGER (continued)

- Effectively develop and set goals, objectives and timetables; identify and prioritize plans and strategies; and efficiently allocate resources to meet them for the management of physical plants;
- Make sound, proper, and prompt decisions and recommendations on issues and problems presented;
- Effectively provide management, supervision, and training of assigned personnel;
- Gather, assemble, analyze and evaluate technical, financial and user needs to make sound recommendations and decisions;
- Prepare effective written and oral reports;
- Establish and maintain effective relations with other City officials and the public;
- Communicate clearly and concisely;
- Plan and direct the work of others; and
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the general direction provided by the Director of Finance or other manager as assigned.

SUPERVISION EXERCISED

Supervises professional, paraprofessional, and administrative support staff as assigned. Provides training to various City personnel as required.

OTHER REQUIREMENTS:

Must be able to perform all of the essential functions of the job.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager's Directive 100.